

## FY 2006 FIXED ASSET Class Registration Form

Two types of classes are being offered:

- Fixed Asset Policy Manual training, **May 2 from 9 AM to Noon.**, U of D Paradee Center (beside the DelDOT Admin Building across from the Blue Hen Corp. Center on Rt 113) in Dover.
- Fixed Asset Data Entry and Payment Voucher training, DTI Computer Lab, 801 Silver Lake, Dover **May 2 or 4 from 1 to 4 PM** OR **May 10, 16, or 24 from 9 AM to Noon.**

**NOTE: Not required if previously taken, unless refresher training is needed.**

Please fill in the appropriate section below and return your registration early, as **class size is limited**. Your registration will be confirmed.

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### CLASSES FOR FIXED ASSET POLICY MANUAL TRAINING:

Classroom training of the July 2005 FA Policy Manual will be on **May 2nd from 9 AM to Noon** at the U of D Paradee Center.

First	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	744-1039	05/02/06

**DIRECTIONS: FROM THE NORTH:** Take State Route 1 south through the DOVER Toll Booth (\$1) to Exit #95 (I-10 and Dover AFB North Gate). Make a right at the end of the deceleration ramp. At the second medium crossover make a left and the U of D Paradee Bldg sits on the left. As a landmark, the DelDOT Admin Building is on the same side of Route 113 and is across the highway from the Blue Hen Corporate Center (the old mall).

**FROM THE SOUTH:** Take State Route 1 & 113 north past the Main Gate of Dover AFB. Take the next exit (# 95, N. Dover AFB exit and Rt 113) and go straight thru three traffic lights. At the second medium crossover past that 3<sup>rd</sup> traffic light, make a left and the U of D Paradee Bldg sits on the left. As a landmark, the DelDOT Admin Building is on the same side of Route 113 and is across the highway from the Blue Hen Corporate Center.

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### CLASSES FOR FIXED ASSET DATA ENTRY AND PAYMENT VOUCHER TRAINING:

This is a lecture and hands-on computer training at the DTI Computer Lab, Dover on **May 2 or 4 from 1 to 4 PM** OR **May 10, 16, or 24 from 9 AM to Noon.**

First	Last Name	Agency #	Dept	Division	Phone	Training Date

**DIRECTIONS:** The DTI Computer Lab is in the William Penn Bldg, 801 Silver Lake Plaza, Dover.

**FROM THE NORTH:** Take Route 1 south to the first Dover Exit, #104 (Dover Industrial Exit). After paying the 50 cent toll, continue straight through four traffic lights (about three miles), make a left on Walker Road. At the second traffic light, make a left into Silver Lake Plaza. The William Penn Building is immediately on your right. You will need to have pictured identification to gain entry into this building.

**FROM THE SOUTH:** Route 13. In Dover, turn left on South State Street. Proceed through Dover (*see\*\* below*). Route 1 and 113, Take Exit 95 (I-10 and Dover AFB North Gate). At the end of the deceleration ramp, make a left onto Route 10. At the third traffic light, make a right on S. State Street. (*see \*\* below*)

**\*\*Proceed** approximately three miles through Dover to Silver Lake. Make a left onto Walker Road (this is a five way junction). At the next traffic light, make a right into Silver Lake Plaza. The William Penn Bldg (DTI) is immediately on the right.

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**Return completed form by April 21, 2006** to Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

For those without Internet or electronic file transfer capability, fax your form to 744-1045